



“In the Spirit of Town Government”

TOWN OF BUCHANAN
N178 COUNTY RD N, APPLETON, WI 54915
Phone: (920) 734-8599 Fax: (920) 734-9733

Building Permit Guidelines for Commercial/Industrial Construction:

This is a guide to outline the prior approvals, permit forms and the flow of our permit process. If any information is unclear, please call the Town of Buchanan and speak to Colleen O’Brien or Angela Gorall at 920-734-8599.

Step-1: Has your site plan been officially approved by the Town of Buchanan? YES NO

If no, contact Angela Gorall, Administrator/Clerk, for our site plan approval process and fees. Site plan approval is required for any improvement of 2,000 sq. ft. or more. The use of the property must also meet the Town’s zoning regulations.

Step-2: Is your property within 300 ft. of a navigable stream? YES NO **and/or is your property in a flood plain?** YES NO **(if yes contact Outagamie County Zoning Dept., if no, skip to step 3)**

If yes, you are required to obtain either a **shoreland zoning permit or a conditional use permit** from the Outagamie County Zoning Department, 920-832-5255. If you are not sure, please contact the County to determine if you need either permit. Visit their website for the proper permit applications and fees at: <http://www.co.outagamie.wi.us/zoning/zone-home.html>. This County permit must be obtained **prior** to a building permit with the Town.

Step-3: Have you obtained a sanitary/sewer or well & holding tank/mound permit? YES NO

Prior to our processing your building permit, you are required to obtain the necessary **sanitary/sewer & water permit** from Darboy Joint Sanitary District #1, N398 County Road N, Appleton, 920-788-6048, if you are building within the boundaries of this district. The cost of this permit varies.

If you are building outside of the sanitary district, please obtain a sanitary holding tank or mound permit and well water permit from Outagamie County Zoning Department 920-832-5255. All county permit information and costs are available on their website: <http://www.co.outagamie.wi.us/zoning/zone-home.html>.

Step-4a: Do you have your storm water plan approval? YES NO

Garners Creek Storm Water Utility is the local storm water utility that regulates the storm water detention within certain boundaries of Buchanan. If your property is within this boundary, you will need to follow a flow chart of the storm water approval process. This information can be obtained by contacting the utility at 920-788-7740 or by visiting their website: <http://garnerscreekutility.org>. We will receive a letter of the ERU calculations and storm water plan approvals from the Utility’s engineer. These approvals need to be obtained **prior** to the Town approving your building permit. If you are located outside of the Garners Creek Utility boundaries, please check with Outagamie County Zoning Department to determine if you need a County storm water permit, 920-832-5255. For more information, visit their website: <http://www.co.outagamie.wi.us/zoning/zone-home.html>

Step 4b: Is the Garners Creek Non-Residential Permit application complete? YES NO

We provide this form and it will need to be returned to the Town with a separate \$50 permit fee payable to "Garners Creek Storm Water Utility". This is used to track construction and to establish a future special assessment on the property tax bill for the storm water utility, once the building is complete.

Step-5: How many driveways are requested? # _____, Permit form complete for each? YES NO

A **driveway permit** is required for each access to our Town roads. Our permit form should be filled out for each driveway culvert you are installing. Please review our ordinance 456-3 *Driveways*. A Town engineer/surveyor will come and shoot the elevations and ditch grades entering your property. Please be sure to pound wood stakes in the bottom of the ditch where each end of your culvert will be positioned. A cut sheet with calculations will be provided to our office and the contractor, so the culvert can be installed at the proper grade. If you have any questions related to the calculations you receive, they can be directed to Thad Majkowski (thadmajkowski@cedarcorp.com) at 920-491-9081. There shall be no on-site grading or construction prior to proper culvert installation.

Step-6: Is the Erosion Control Agreement complete? YES NO

This agreement, which is a promise to pay for the drainage plan review and all future job-site erosion estimates and inspections, needs to be completed by the property owner and general contractor and filed with the Town prior to construction and permit approval. A detailed erosion and drainage plan should have been submitted to the Town during the site plan review process. The Town's engineer will review these plans and make sure they meet the Town's requirements for drainage and erosion control during the project. An estimate of the erosion control installation and maintenance will be calculated based on your submitted erosion plan. If you fail to comply with proper erosion control procedures, the Town will correct the erosion control issue and recover these costs from the building contractor or property owner.

Also, the actual erosion control inspection costs will be billed by McMahon Associates to the Town of Buchanan, and you will be responsible for covering these ongoing costs. Any erosion inspection estimate exceeding \$300 for the project will require an escrow in advance payable to the Town with the other building permit fees. When we pay inspection bills out of the escrow account, copies of the invoices paid will be provided to the contractor or owner upon request, when the escrow funds are exhausted and more is needed, or when the project inspections are closed, whichever comes first.

If the erosion inspections will be less than \$300, we will bill you as we pay these costs to McMahon, and the payments will be due to the Town within 30 days of billing. The erosion inspection costs vary depending on actual rain events and length of construction. The sooner the vegetation is established following construction, the quicker the site inspections can be closed. If you have any questions relating to the estimates you receive, they can be directed to Carl Sutter (csutter@mcmgrp.com) at 920-751-4200.

Step-7: Is the Outagamie County address request form complete? YES NO

An **Outagamie County address request form** will need to be filled out in order to have an address properly assigned to your property. Fill out the form completely and be sure to sketch the lot and include a measurement from the nearest driveway, road intersection or lot line to the center of your proposed driveway. These measurements need to be as accurate as possible. The certification statement must be signed by the applicant. Ceramic address tiles and a bracket will be provided by the Outagamie County Planning Department and available for pick-up at the Town hall once we receive them.

Step-8: Is the General Building Permit form complete? YES NO

The Town requires a **General Building Permit application** be completely filled out and signed. We will also provide a copy of the proper zoning code that pertains to the property you are building on. Commercial and industrial projects are typically state inspected construction jobs. Please contact Wisconsin Safety & Buildings for the area's State inspector's number. Our municipal inspector is Paul Hermes, 920-858-0102 (mobile phone).

Step-9: Are you including your site and stamped state approved building plan? YES NO

Our building inspector requires a copy of your state approved building plan and site plan be submitted with your building permit application.

Step-10: A **Knox box** is required to be installed on the building during construction. We will provide you with an order form from the Knox Company. You are responsible for ordering the Knox box and installing it on your building. When construction is complete, the owner should call our Fire Chief, at 920-734-6317 and let him know that the Knox box is ready to have a key placed in it for building entry in case of an emergency.

Note: If you are building a restaurant, tattoo or piercing shop, hotel/lodging establishment, or convenience or food store, you need to contact Outagamie County Public Health Division at 920-832-5100 and obtain the proper health department permits.

We hope you have read and fully understand each step that is involved in the building permit process. If you have any further questions, please feel free to call us. Once each of the above steps has been completed, you will receive your permit from the Town of Buchanan usually within one week. Any missing information will delay the permit approval until submitted or completed.

Fees Payable to Town of Buchanan:

General Building Permit:	\$300 (We do <u>not</u> require separate permits for each trade)
Driveway Culvert:	\$250/ea
Address Request:	\$ 30/ea
Erosion inspection escrow required:	\$ _____ (If over \$300 for project life)
Drainage Plan Review Fees:	\$ _____

Storm Water Permit: (returned to Town) \$50 **(Payable to Garners Creek if applicable)**

Please Note: A separate building permit is required for any new or replacement signage. For regulations, see our sign ordinance 525-41.

****Any construction started without the proper permits in place will result in double permit fees****

Website: www.townofbuchanan.org

Key Contacts:

Angela Gorall, Administrator/Clerk and Zoning Administrator 920-734-8599

agorall@townofbuchanan.org

Colleen O'Brien, Deputy Clerk and Permit Coordinator 920-734-8599

cobrien@townofbuchanan.org

Paul Hermes, Municipal Inspector 920-858-0102-Cell, 920-996-1799-Office

Sewer/Water Permit

Darboy Joint Sanitary District #1, 920-788-6048

or

Mound & Well Permit

Outagamie County Zoning Department, 920-832-5255

Website: <http://www.co.outagamie.wi.us/zoning/zone-home.html>

Driveway Culverts: Thad Majkowski, PE; Town Engineer
Cedar Corp. 920-491-9081 or thadmajkowski@cedarcorp.com

Storm Water/Erosion Control: Carl Sutter, Vice President,
McMahon Associates 920-751-4200 or csutter@mcmgrp.com

Website: <http://www.mcmgrp.com>

Storm Water Permits: Garners Creek Storm Water Utility
920-788-7740 or drewsc@combinedlocks.org

Website: <http://garnerscreekutility.org>

or

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